

Date/Time Stamp:

Employee Post-Travel Disclosure of Travel ExpensesRECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2021 NOV 29 PM 4:48

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Faith & Law, Clapman GroupTravel date(s): 29-31 OCT 2021Name of accompanying family member (if any): N/ARelationship to Traveler: ☐ Spouse ☐ ChildIF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)**Expenses for Employee:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$56 per person, via the GSA standard mileage rate for personally owned vehicles (\$.56 per mile)	\$400 total \$200 per room, per night	\$190 total \$95 per night (includes three meals and two snack breaks)	None.

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached agenda11-29-21

(Date)

Stephen Byrd

(Printed name of traveler)

[Signature]

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.11-29-21

(Date)

[Signature]

(Signature of Supervising Senator/Officer)

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

JAMES E. RISCH, IDAHO
DEB FISCHER, NEBRASKA

SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
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WASHINGTON, DC 20510 6425

TELEPHONE: (202) 224-2981
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TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

October 22, 2021

Stephen Boyd
Office of Senator James Lankford
United States Senate
Washington, DC 20510

Dear Mr. Boyd:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to travel to the *2021 Faith and Law Retreat* in Warrenton, Virginia, on October 29–31, 2021, sponsored by the Faith and Law Project and The Clapham Group (collectively, the Sponsors). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from the Sponsors in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.¹ You are employed as a legislative assistant in the Office of Senator James Lankford. The Sponsors invited you to travel to the *2021 Faith and Law Retreat* in Warrenton, Virginia, on October 29–31, 2021. The Sponsors certified to the Committee that they will pay the necessary expenses² related to the travel and that they are neither lobbyists, a lobbying firm, agents of a foreign principal, or otherwise acting as representatives or agents of a foreign government. The Sponsors have also certified that they do not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.³

Discussion

Privately-sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and

¹ If this letter does not correctly recite the facts, contact the Committee immediately.

² The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

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employees to accept privately-sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately-Sponsored Travel and Glossary of Terms* (collectively, *Travel Regulations*). The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor domestic trips for up to three days. The three-day limitation means three 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.⁴ This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.⁵

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

Consistent with these standards and Committee precedent, and the Sponsors' factual representations, it appears that it is permissible for you to accept necessary expenses from the Sponsors in connection with this trip, provided that the actual travel and travel-related expenses conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Finally, Senate Rule 34 requires a reporting individual,⁶ on their Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$415 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need

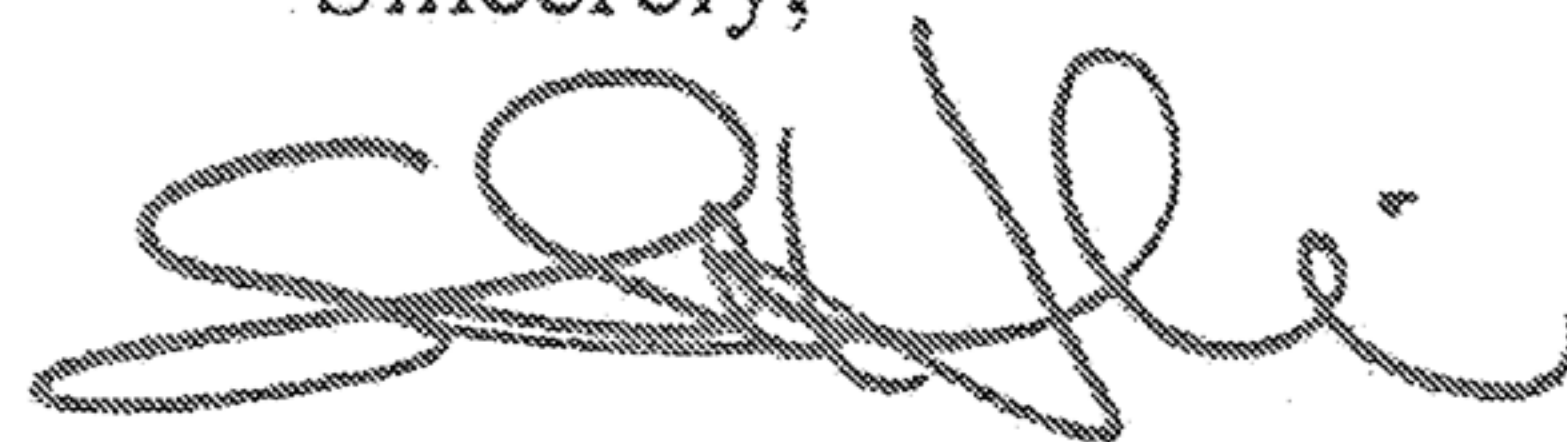
⁴ The term "*de minimis*" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 3.

⁵ See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; see also *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

⁶ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$132,552 for CY 2021) or is a political fund designee and is required to file Financial Disclosure Reports.

not be disclosed a second time on their Financial Disclosure Report. I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

A handwritten signature in dark ink, appearing to read 'SKopplin', written over a horizontal line.

Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): The Faith and Law Project

 2. Description of the trip: A three-day seminar for Congressional staff that explores how a Christian worldview impacts their work in the public square.

 3. Dates of travel: October 29-31, 2021

 4. Place of travel: Airlie Hotel and Conference Center, Warrenton, VA

 5. Name and title of Senate invitees: Attached.

 6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).

 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

 8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Faith and Law is solely responsible for creating and organizing the invite list,

inviting participants, crafting the agenda of speakers and topics, and providing leadership

for the weekend.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Faith and Law's mission is to encourage and equip Christian policymakers to more fully understand the

Biblical worldview and its implication in their calling to the public square. This retreat is an expression of

that mission, offering an opportunity for Hill staff to be encouraged and equipped together with their families.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Faith and Law has previously sponsored similar retreats between 2001 and 2015 for Hill staff,

but has not done so in recent years due to funding challenges.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Faith and Law brings a number of distinguished thought-leaders before Members of Congress and Hill staff to

address contemporary political and cultural issues. They also host forums, a mentoring program, seminars, and film

discussions for Congressional and Hill staffers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$56 per person, via the GSA standard mileage rate for personally owned vehicles (\$.56 per mile)	\$400 total \$200 per room, per night	\$190 total \$95 per night (includes three meals and two snack breaks)	None.
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is without regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attachment.

19. Name and location of hotel or other lodging facility:

Airlie Hotel and Conference Center in Warrenton, VA

6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

See attachment.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The sponsor's rate is higher than GSA because this trip is without regard, where all conference

participants are staying is the same, and the same rate is being provided for everyone.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Each participant will be responsible for their own travel in their privately owned vehicle. Faith and Law will

only reimburse staff for personal vehicle mileage.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Lauren Noyes

Lauren Noyes, Executive Director

Name and Title: _____

The Faith and Law Project

Name of Organization: _____

PO Box 7585 Arlington, VA 22207

Address: _____

(202) 643 - 7685

Telephone Number: _____

Fax Number: _____

Inoyes@faithandlaw.org

E-mail Address: _____

PRIVATE SPONSOR TRAVEL FORM, ETC.**18. Reason for selecting the location of the trip.**

The location (Warrenton, VA) was decided upon in tandem with the location of Airlie Hotel & Conference Center, which was chosen on the basis of a Board member recommendation and based on Airlie's convenient distance from D.C. and its design to be far enough outside the Capitol Hill bubble to bring fresh perspective for guests.

20. Reasons for selecting hotel or other lodging facility:

The location is a convenient distance from D.C. while also designed to be far enough outside the Capitol Hill bubble to bring fresh perspective for speakers and staff. The Airlie facility provides lodging, meals, meeting spaces, and will allow Congressional staff to focus on their personal and professional development. Airlie also provides meaningful meeting experiences which encourage attendee participation and engagement.

NAME	TITLE
Charles Adams (Risch)	LD
Michelle Altman (Lankford)	COS
Anna Breen (Ernst)	LA
Stephen Boyd (Lankford)	LA
Jennifer DeCasper (Scott)	COS
Alaura Ervin (Scott)	Deputy LA
Jon Foltz (Rick Scott)	LD
Paul Guaglianone (Blunt)	LA
Luke Holland (Inhofe)	COS
Logan Jolley (Foreign)	Director of Operations
Zack Jones (Rick Scott)	Communications Coordinator
Dominique McKay (Tim Scott)	Communications Director
Vijay Menon (JEC)	Policy Advisor
Jessica Newman (Tuberville)	Administrative Director
Susan Occhipinti (Lankford)	LA
Tim Petty (Risch)	Senior Advisor
Christiana Reasor (Moran)	LA
Lisa Schultz (Chaplain)	COS
Sarah Seitz (Lankford)	LD / General Counsel
John Shelton (Lee)	LA
Ammon Simon (Banking)	Counsel
Sharon Soderstrum (McConnell)	COS
Steven Stafford (Barrasso)	Speechwriter
Erica Suares (McConnell)	Policy Advisor
Wil Vickery (Fischer)	Speechwriter and Editor
James Wegmann (Sasse)	Communications Director
Courtney Webb (Lankford)	LA

Faith & Law Retreat 2021

October 29 – 31, 2021

Friday, October 29

6:00 - 7:15pm Opening Dinner Session

- 6:00 – 6:30pm Welcome
- 6:30 – 7:15pm Table Exercise: *General introductions & welcome; a moment during which all attendees can share what they are passionate about pursuing in their work.*
 - Todd Deatherage, Telos, *moderator*
 - Mark Rodgers, Clapham Group, *moderator*

7:30 - 9:00pm Evening Session

- 7:30 – 9:00pm Navigating the Times (Cancel Culture vs. Principled Pluralism): *The environment for debate has become more difficult to navigate due to the ability of organizations and social media to restrict free expression. This session will discuss the challenges and the need for ongoing free exchange of ideas for the future health of the American experiment.*
 - Stephanie Summers, The Center for Public Justice, *presenter*
 - Cherie Harder, Trinity Forum, *response*

Saturday, October 30

8:00am Breakfast

9:00 - 11:30am Morning Session

- 9:00 – 10:15am Approximate Justice: *Embedded in the American Experiment is the balance of power and the legislative process that requires compromise to result in progress; therefore, it is a given that compromise is necessary. This session will explore how one determines when principles overline process from prudential policy to fundamental principles of one's convictions.*
 - Steve Garber, author, *presenter*
 - Stephanie Summers, The Center for Public Justice, *response*
- 10:15 – 11:30am Being Anti-Racist; Reviewing Critical Race Theory: *The reality of ongoing systemic racial injustice has exposed a need to evaluate systems which require reform to address intentional racial bias; Critical Race Theory is one of those frameworks which has been proposed. We will discuss the broad issues of racial injustice and help staff understand the complexities, pros, and cons of Critical Race Theory.*
 - D. J. Jordan, Pinkston Group, *presenter*

- Todd Deatherage, Telos, *response*

12:00 - 1:00pm Lunch

- Break

2:00 - 5:00pm Afternoon Session

- 2:00 – 3:30pm Christian Nationalism vs. Christian Patriotism: *The storming of Capital Hill has been viewed by many in the media as an expression of Christian Nationalism. To what extent is this perspective misinformed and/or does it reflect a temptation in certain religious communities toward an unhelpful / over-alignment between church and state?*
 - Cherie Harder, Trinity Forum, *moderator*
 - Stephanie Summers, The Center for Public Justice, *panelist*
 - Todd Deatherage, Telos, *panelist*
 - D.J. Jordan, Pinkston Group, *panelist*
- 3:30 – 5:00pm Toward a New Renaissance: *Policy making is always undertaken in an ever-changing cultural context and is shaped by areas that reach from academia to entertainment. This session will explore in what ways engagement on critical issues can/should be addressed holistically in a multi-sector way that would require an understanding of a broad renaissance society.*
 - Mark Rodgers, Clapham Group, *presenter*
 - Cherie Harder, Trinity Forum, *response*

6:00 - 7:15pm Dinner

- Table Exercise: *Reflections on the weekend thus-far; another moment during which attendees can share what they are passionate about pursuing in their work with those around them at dinner.*
 - Jay Jakub, EOM.ORG, *moderator*
 - Mark Rodgers, Clapham Group, *moderator*

7:30-9:00pm Evening Session

- 7:30 – 9:00pm Saving Capitalism (EOM): *Some approaches to capitalism have been assessed as too exclusive, and the focus on financial capital at the exclusion of human and environmental capital has been addressed as the critical problem and reason for inequities. This session will discuss policies that explore other forms of capital formation.*
 - Jay Jakub, EOM.ORG, *presenter*
 - Steve Garber, author, *response*

Sunday, October 31

8:00am Breakfast

9:00 - 11:30am Morning Program

- 9:00 – 10:00am Sea Change, Experiencing Healing and Wholeness in the Midst of the Waves: *Working on Capitol Hill is a particularly stressful environment that requires staff to be attentive to personal and spiritual well-being. This session will explore how to holistically manage stress and conflict, and how to have a healthy work/life balance.*
 - Jay Jakub, EOM.ORG, presenter
- 10:00 – 11:00am Reconciling Differences: *Disagreements between reasonable and well-meaning adults are a given in life. This session will explore tactics and/or steps to maintain friendship and unity while we navigate our disagreements, especially in a polarized environment.*
 - Todd Deatherage, Telos, presenter
- 11:00am – 12:00pm Faith and Law Focus Group: Felt Needs of Hill Staff: *Review of the retreat and recommendations for Faith and Law on how to be attentive to hill staff.*
 - Lauren Noyes, Faith and Law, presenter

12:00pm Departure (*Participants will be offered a bag lunch on the go*)

Boyd, Stephen (Lankford)

From: Lauren Noyes <lnoyes@faithandlaw.org>
Sent: Tuesday, August 31, 2021 9:45 AM
To: Boyd, Stephen (Lankford)
Cc: Trisha Shank
Subject: Invitation to Faith and Law Retreat
Attachments: 2021 Retreat Invitation.pdf

Dear Stephen,

I hope Oklahoma was good! I've attached a formal invitation to the annual Faith and Law retreat. We would love to have you join us as we gather to discern how to navigate the times as believers in the public policy realm. It's been a decade since we've held this retreat and we're excited to renew this annual event and watch the fruit that comes from it.

The attached invitation has links that provide details, but please reach out if you have any questions. I hope you can be a part of what we believe will be an impactful weekend as we seek Kingdom impact on Capitol Hill.

Sincerely,

Lauren Noyes
Executive Director
Faith and Law
202-285-5380

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

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United States Senate

SELECT COMMITTEE ON ETHICS

October 22, 2021

Stephen Boyd
Office of Senator James Lankford
United States Senate
Washington, DC 20510

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Sincerely,

A handwritten signature in dark ink, appearing to read 'SHK', with a stylized flourish at the end.

Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist